



JOB DESCRIPTION

Position Title: **Director**

Working Area: **Administrative Services**

Class Code: 3507
2002

Exempt

EEO Code: 02

Effective Date: August 30,

Major Function

Professional and managerial work directing the operations of the following Divisions: Support Services, Fleet Services, Property Management, Facilities and Risk Management.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, recommends and implements operating policies, procedures, and programs to affect efficient and effective operations of the Administrative Services Department.

Organizes and administers the work effort of assigned divisions to include: Support Services, Property Management, Fleet Services, Facilities, and Risk Management. Develops long and short-range programs to increase the operating efficiency and effectiveness of assigned divisions. Formulates and initiates short and long range planning objectives for Risk Management functions of the department.

Responds to citizen complaints, researching problems and formulating solutions and responses. Advises the County Manager as appropriate of relevant unresolved complaints.

Coordinates County's overall spatial planning program for all County-owned or leased buildings.

Coordinates efforts with other department directors and personnel to expedite the completion of major projects in an efficient and timely manner.

Prepares and administers the departmental operating budget. Maintains department records and prepares reports on department activities as required.

Exercises final authority in hiring, performance evaluation, termination, disciplinary and/or commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.



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Page 2

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Minimum Qualifications

Considerable knowledge of Risk Management and safety operations. Thorough knowledge of laws, regulations, and statutes as related to safety and risk management. Thorough knowledge of local government budgeting, administration, and management evaluation. Knowledge of the principles and practices of Public Administration and management as applied to all areas of municipal operations.

Ability to plan, coordinate and supervise the work of professional staff handling various duties. Ability to establish and maintain effective working relationships with the County Manager, Deputy County Manager, Elected Officials, and the general public. Ability to communicate effectively both orally and in writing. Ability to implement and carry out management direction.

Skilled in preparing and presenting budgets, reports and establishing goals and objectives for the department.

Bachelor's Degree in Business Administration or Public Administration or a closely related field and five (5) years of progressively responsible professional and supervisory experience in administrative management and risk management. Master's Degree is desirable.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Position is an Appointed Service Classification.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.